



State of Delaware  
Department of Natural Resources  
& Environmental Control  
Division of Water  
89 Kings Highway  
Dover, Delaware 19901

Board of Certification

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**Board of Certification for Wastewater Operators**  
**Wednesday, July 1, 2015**  
**DNREC, Richardson & Robbins Building,**  
**Conference Room B136**  
**9:00 a.m.**  
**MEETING MINUTES**

**In Attendance:**

Board: Glenn Davis and Gerard Esposito  
DW: Bryan Ashby, Melissa Kiser, Faye Myers and Nicole Smith  
Public: Jeff Deats and Mark Kondelis

**Chairman Esposito called the meeting to order at 9:08 a.m.**

- A quorum of the board is present
- The agenda for the current meeting is approved
- Minutes of the June 12, 2015 meeting are approved as submitted

**Old Business**

- **Start Action Notice**
  - There has been no change in the status of the Start Action notice. (OPEN)
- **RME Documentation**
  - Jeff Deats reports: he participated in a meeting with Mark Kondelis and Heather Sheridan on Tuesday, June 16, 2015 in Sussex County. They discussed ways to document operator experience on the RME quarterly reports and did not come to a consensus. (CLOSED)
  - Mr. Deats spoke with DW staff Melissa Kiser regarding this same topic and Mrs. Kiser has created a draft excel spreadsheet for review. Members and public gave Mrs. Kiser feedback on the spreadsheet and will submit other ideas via email to [Melissa.Kiser@state.de.us](mailto:Melissa.Kiser@state.de.us). This spreadsheet is an excellent tool that can be used to show experience at a certain level (or DRC) and help operators track points. Mr. Deats will arrange a meeting with Mrs. Kiser to continue the work on the spreadsheet. Mrs. Kiser will email the updated spreadsheet to all in attendance before the next meeting. (OPEN)

## **New Business**

- **June 12, 2015 Exam Results**
  - Everyone had a chance to review the wastewater operator examination report and ask questions. Mr. Davis gave a quick review of the report: Level I – two students did not pass; Level II – one student did not pass (for the fifth time). One student did not finish the exam (he did not flip his answer sheet over to continue) and was allowed to come and finish.  
(CLOSED)
- **License certifications and renewals audit for June**
  - This information was not available and will be provided at the next meeting.
- **Operator License Renewals/Certifications/Expirations (June)**
  - This information was not available and will be provided at the next meeting.
- **Continuing Education Training**
  - No comments or issues received; the Board was in agreement with the classification of all training classes submitted.

The next Board of Certification for Wastewater Operators meeting will be held on Wednesday, August 5, 2015 at 9:00 a.m. in DNREC, Richardson & Robbins Building, Conference Room B136.

## **Meeting was adjourned at 10:02 a.m.**

Respectfully Submitted,  
Faye Myers, CAP